



Department of Finance

Performance Management Plan





Functional Job Description

GENERAL PURPOSE OF JOB

Briefly describe the job's primary purpose or contribution to the department or organization.

DUTIES AND RESPONSIBILITIES

List the job's essential or most important functions and responsibilities. Include all important aspects of the job, whether performed weekly, monthly, or annually, and any that occur at irregular intervals

- | | | |
|-----|-------------------------------------|-----------------------------------|
| 1. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 2. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 3. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 4. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 5. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 6. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 7. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 8. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 9. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 10. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 11. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 12. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 13. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 14. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 15. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |

SUPERVISORY RESPONSIBILITIES

If this job supervises others, give the name of the section or division managed and the number of employees supervised. If there are subordinate supervisors, include them also.

OTHER SIGNIFICANT INFORMATION (Areas of Specialization, etc.)

Please describe any other essential physical requirements of this position



Focus Areas for Job Plan

A. Focus Area #1

Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

B. Focus Area #2

Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

C. Focus Area #3

Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

D. Focus Area #4

Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

E. Focus Area #5

Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments



Focus Areas for Development Plan

F. Focus Area #1 ☐ Desired ☐ Required
Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

G. Focus Area #2 ☐ Desired ☐ Required
Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

H. Focus Area #3 ☐ Desired ☐ Required
Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

I. Focus Area #4 ☐ Desired ☐ Required
Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments

J. Focus Area #5 ☐ Desired ☐ Required
Finance Goal/Value Associated
Performance Measure
Strategy(ies)
Supervisor Responsibility(ies)
Comments



WORKSHEET for Job Plan – Summary Focus Areas

BUSINESS-RELATED <u>Focus Areas</u>	ASSOCIATED <u>Goals/Values</u>
1.	1.
2 .	2.
3 .	3.
4.	4.
5.	5.



WORKSHEET for Job Plan

<u>FOCUS AREA</u> (one per page)	
<u>PERFORMANCE MEASURES</u> <u>Planned</u>	<u>PERFORMANCE MEASURES</u> <u>Actual</u>
<u>STRATEGIES</u> <u>Planned</u>	<u>STRATEGIES</u> <u>Actual</u>
<u>SUPERVISOR RESPONSIBILITIES</u> <u>Planned</u>	<u>SUPERVISOR RESPONSIBILITIES</u> <u>Actual</u>
<u>Associated Goals/Values</u>	<u>Comments</u>
<u>Comments</u>	<u>Comments</u>



WORKSHEET for Development Plan – Summary Focus Areas

BUSINESS-RELATED <u>Focus Areas</u>	ASSOCIATED <u>Goals/Values</u>
1.	1.
2 .	2.
3 .	3.
4.	4.
5.	5.



WORKSHEET for Development Plan

<u>FOCUS AREA</u> (one per page)	
<u>PERFORMANCE MEASURES</u> <u>Planned</u>	<u>PERFORMANCE MEASURES</u> <u>Actual</u>
<u>STRATEGIES</u> <u>Planned</u>	<u>STRATEGIES</u> <u>Actual</u>
<u>SUPERVISOR RESPONSIBILITIES</u> <u>Planned</u>	<u>SUPERVISOR RESPONSIBILITIES</u> <u>Actual</u>
<u>Associated Goals/Values</u>	<u>Comments</u>
<u>Comments</u>	<u>Comments</u>



“Win/Win” Agreement

We (employee and supervisor) agree on the attached:

- Functional Job Description;
- Focus Areas;
- Job Plan; and
- Development Plan.

We agree to fulfill our commitments as stated in this Performance Management Document for this review cycle.

The review cycle will commence on February 2002 and end on June 30, 2002.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date

FLT Signature

Date